



CEPAC

APPROVED MINUTES

March 20, 2003

Call to Order: Chair Russ Cherry called the meeting to order at 7:05 p.m.

Attendance: Present: Teresa Chaves, Russ Cherry, Annell Spencer, Donna Wynne, Bill Dale, Robert Finnie, Dave Harman, John Pilger, Tim Howard, Brian Shreve.

Liaison: Patricia Dixon

Staff: Americo Silvi, George Washburn, Kim Duncan

Pledge of Allegiance

Minutes: Minutes from the January meeting were approved, with notation that John Pilger be added in the attendance roster.

Citizen's Forum: None.

Announcements and Correspondence:

1. Vice Mayor Dixon presented the certificate of CEPAC appointment to John Pilger.
2. Russ read and passed around the commendation given by the School District to CEPAC. He mentioned the School District also recognized Vice Mayor Dixon (on behalf of the City), and Brian Shreve for this personal efforts. Russ pointed out the need for a place to hang commendations and the like.
3. Brian announced that the radio system base station is now in place. He also informed the Committee that Dr. Karl Black is now the official MUSD Superintendent.
4. Russ invited the Committee to Dr. Black's reception in City Hall on March 24.
5. John announced the emergency preparedness exercise in VTA in May. He also informed the Committee that he will soon be working for the City of Sunnyvale.
6. Americo passed copies of the City Commissions Directory. It was pointed out the CEPAC list still shows Bill Dale as an alternate member because the new CEPAC by-laws has not been approved. Vice Mayor Dixon informed the Committee that the by-laws is still with the City Clerk and that at this time, it is not a priority.
7. Vice Mayor Dixon announced the Mayor's State of the City Address on April 21.

Agenda: Approved.

Staff Reports:

1. Emergency Public Information Integration Project: George reported that all of the elements are operational and the TV 15 remote entry software is in place. Procedural documentation still needs to be developed. The Public Awareness Campaign will be modeled after Alameda County.

2. **SAFE:**
 - The first four teams have attended the FEMA-mandated class.
 - Team 5 (Sunnyhills) began classes on March 13; graduation is on April 26.
 - Team 6 (Park Victoria) will start classes on April 3; graduation is on May 17.
 - Sessions are now being videotaped and will be edited to a condensed version that can be used for review purposes.
3. RACES radios and other equipment are all in place.
4. CEPAC/MUSD Evacuation Exercise – site access procedure has been changed.
5. The Committee is waiting for PG&E/PUC's response on the gas shut-off project. If no response is received, there will be a need to contact the highest ranking officials.

Old Business:

1. The CRIB Subcommittee passed copies of its March 1 meeting minutes/report (Attachment 1). Donna suggested using a symbol (instead of words) to label the cache supplies container. Vice Mayor Dixon suggested using the City Logo and the words SAFE. George will come back with recommendations to accomplish the proposals outlined in the report, including proposal for the type of container to be used.

New Business:

1. George provided an update on the Emergency Public Information System. Two main concerns that were brought up were reaching the elderly/handicapped, and the languages to be used in the announcement. There is a need to identify housebound citizens and to reach/inform them. One way is through the Disabled Person Registration Program, however, accuracy of information needs to be ensured. It was suggested that the announcement be translated in at least five languages. For now, the prioritization will be Mandarin, Vietnamese, Tagalog, and Spanish.
2. Russ recommended that CEPAC work with PEP in the purchase/use of trade show plastic bags to advertise both PEP and CEPAC. The bags can be handed out at the Chamber of Commerce Trade Fair and other similar events. In order to identify funding for this project, an accounting of the CEPAC, SAFE and earthquake cache accounts needs to be made.
3. Kim Duncan of the Planning Department presented an overview of the proposed Non-Commercial Communications Antenna Ordinance (Attachment 2), and requested the Committee's inputs as to how the ordinance will affect the amateur radios' capability to back up. Vice Mayor Dixon provided a background on how the Ordinance came about. John and Bill expressed concern over the limitation on the number of antennas; they will submit inputs on this. It was moved and seconded that John and Bill meet with the TeleComm Commission, and for them to provide feedback to the Committee.

Other Items Discussed:

1. Russ announced about the City's 50th Anniversary, and that Donna is in the AdHoc Committee. Donna asked for suggestions for souvenirs and other ideas for the celebration.
2. Russ passed around a copy of the SAFE posting on the FEMA website and noted that CEPAC was not at all mentioned nor was it associated with SAFE when it did a lot of work. Vice Mayor Dixon pointed out that a correction needs to be made and sent to the FEMA website. Russ asked the Committee to come up with ideas about putting CEPAC in the forefront. Bill suggested that a CEPAC banner be put up at public events. Donna pointed out the need for a central location for the public to bring information to. The Committee was asked to bring more ideas at the next meeting.

Adjournment: Meeting was adjourned at 8:55 p.m.

Next meeting: May 15, 2003, 7:00 p.m., City Hall Committee Room